

How to set Reimbursement to Personal if Traveler does not have a GOVCC

If a traveler does not have a government travel card (GOVCC), there are several modules where the traveler should change the Method of Reimbursement (MOR).

Change to CBA

- Air Reservations

Change to Personal

- Lodging
- Rental Car
- Non-Mileage Expenses

Changing the Air Reservation MOR from GOVCC to CBA

To update the MOR for an airline ticket from a government charge card Individually Billed Account (IBA) to a Centrally Billed Account (CBA), complete the following steps:

1. After searching for the air segment, save the selected flight information by clicking on “Save Selected Flight”.

Air Travel

Use this screen to request your air travel.

Flight Selected

\$390.00 → Estimated Total Ticket Cost
→ GSA City Pair with possible restrictions

United Flight: **1135**

Depart: **IAD - Washington, Dc** At: **0900** On: **Mon 23-Jun-03**
Arrive: **DEN - Denver, Co** At: **1031** On: **Mon 23-Jun-03**

Confirmation Number: _____

Seat Selection: **21H** [Select Seat](#)

Ticket Number: _____

Status: _____

Ticket Date: _____

Total Tax: _____ PassFacChg: _____ Fees: _____

Issue Date: _____

Enter the following details:

Frequent Flyer: **3453635** Method of Reimbursement: **GOVCC**

If necessary, add comments to the travel agent:

[Find a Different Flight](#) [Save Selected Flight](#)

Trip Summary

Overall Starting Point

Leave From: **RES: BURKE, VA** [Edit](#)
Leave: **23-Jun-03**

Location 1: DENVER, CO

Leave From: **RES: BURKE, VA** [Edit](#)
TDY/TAD Loc: **DENVER, CO**
Arrive: **23-Jun-03**
Leave: **27-Jun-03**

Overall Ending Point

Leave From: **DENVER, CO** [Edit](#)
Return Loc: **RES: BURKE, VA**
Arrive: **27-Jun-03**

DTS currently defaults your method of reimbursement to GOVCC because travelers are not eligible to use a GSA City Pair unless they use a GOVCC.

2. To pay for your airline reservation using a CBA card instead of a government charge card GOVCC, click on the “Change Ticket Data” link.

\$155.35 * Estimated Total Ticket Cost
* GSA City Pair

United Airlines Inc. (UA) Flight: 2155
 Depart: DCA-Washington, Dc At 9:55 AM On Mon 25-Aug-03
 Arrive: PIT-Pittsburgh, Pa At 10:50 AM On Mon 25-Aug-03
 Confirmation Number:
 Ticket Number: See Attached Ticket 1
 Status: REQUEST
 Seat Selection:

United Airlines Inc. (UA) Flight: 2156
 Depart: PIT-Pittsburgh, Pa At 11:50 AM On Mon 25-Aug-03
 Arrive: DEN-Denver, Co At 1:05 PM On Mon 25-Aug-03
 Confirmation Number:
 Ticket Number: See Attached Ticket 1
 Status: REQUEST
 Seat Selection:
 Ticket Date: 21-Aug-03
 Total Tax: \$0.00 PassFacChg: \$0.00 Fees: \$0.00
 Issue Date:

Flight Details Entered:
 * Frequent Flyer: Method of Reimbursement: GOVCC

Comments to the Travel Agent:
 *

[Change Ticket Data](#)

Edit this Flight Find Next Flight

Location 1: DENVER, CO
 Leave From: RES: BURKE, VA Edit
 TDY/TAD Loc: DENVER, CO
 Arrive: 25-Aug-03
 Leave: 29-Aug-03
 Carrier / Flight: United Airlines Inc. (UA) 2155 Edit
 Depart: 0955 - 25-Aug-03 - DCA-Washington, Dc (Usa) Remove
 Arrive: 1050 - 25-Aug-03 - PIT-Pittsburgh, Pa (Usa) (Greater Pittsb)
 Carrier / Flight: United Airlines Inc. (UA) 2156 Edit
 Depart: 1150 - 25-Aug-03 - PIT-Pittsburgh, Pa (Usa) (Greater Pittsb)
 Arrive: 1305 - 25-Aug-03 - DEN-Denver, Co (Usa) (Denver Int'L Apt)

Overall Ending Point
 Leave From: DENVER, CO Edit
 Return Loc: RES: BURKE, VA
 Arrive: 29-Aug-03

3. DTS automatically defaults your method of payment to GOVCC even if you don't have a government charge card. This is shown in the box as “CP - Air Fare (GOVCC-I)” which stands for government charge card for an individual, Individually Billed Account (IBA).

Other Trans.
 Use this screen to enter Other Ticketed Transportation information.

EDIT Ticket Information
 Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type: CP - Air Fare (GOVCC-I)
 * Description: Air Fare (GOVCC-I)
 * Ticket No: See Attached Ticket 1
 * Ticket Value: 0.00
 Cost: (If different from ticket value) 155.35
 * Departure Date (mm/dd/yyyy): 08/25/2003
 Issue Date (mm/dd/yyyy):
 * Ticket Date (mm/dd/yyyy): 08/21/2003

Trip Summary
Overall Starting Point
 Leave From: RES: BURKE, VA Edit
 Leave: 25-Aug-03
Location 1: DENVER, CO
 Leave From: RES: BURKE, VA Edit
 TDY/TAD Loc: DENVER, CO
 Arrive: 25-Aug-03
 Leave: 29-Aug-03
 Carrier / Flight: United Airlines Inc. (UA) 2155 Edit
 Depart: 0955 - 25-Aug-03 - DCA-Washington, Dc (Usa) Remove
 Arrive: 1050 - 25-Aug-03 - PIT-Pittsburgh, Pa (Usa) (Greater Pittsb)
 Carrier / Flight: United Airlines Inc. (UA) 2156 Edit
 Depart: 1150 - 25-Aug-03 - PIT-Pittsburgh, Pa (Usa) (Greater Pittsb)
 Arrive: 1305 - 25-Aug-03 - DEN-Denver, Co (Usa) (Denver Int'L Apt)

4. In order to charge the CBA, you must select “CP-C - Air Fare (GOVCC-C)” from the “Type” drop down box. This stands for centrally billed government charge card. Now the airline ticket will not be charged to your IBA government charge card or personal charge card and will be paid by the base transportation office.

Other Trans.

Use this screen to enter Other Ticketed Transportation information.

EDIT Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type: CP-C - Air Fare (GOVCC-C)

* Description: CP - Air Fare (GOVCC-I)

* Ticket No:

* Ticket Value:

Cost: GP - Government Plane

(If different from ticket value)

* Departure Date (mm/dd/yyyy):

Issue Date (mm/dd/yyyy):

* Ticket Date (mm/dd/yyyy): 08/21/2003

CBA Account:

> view / edit expense details

Trip Summary

Overall Starting Point

Leave From: RES: BURKE, VA

Leave: 25-Aug-03

Location 1: DENVER, CO

Leave From: RES: BURKE, VA

TDY/TAD Loc: DENVER, CO

Arrive: 25-Aug-03

Leave: 29-Aug-03

Carrier / Flight: United Airlines Inc. (UA) 2155

Depart: 0955 - 25-Aug-03 - DCA-Washington, Dc (Usa) (National Apt)

Arrive: 1050 - 25-Aug-03 - PIT-Pittsburgh, Pa (Usa) (Greater Pittsb)

Carrier / Flight: United Airlines Inc. (UA) 2156

Depart: 1150 - 25-Aug-03 - PIT-Pittsburgh, Pa (Usa) (Greater Pittsb)

Arrive: 1305 - 25-Aug-03 - DEN-Denver, Co (Usa) (Denver Int'L Apt)

Overall Ending Point

Leave From: DENVER, CO

Return Loc: RES: BURKE, VA

Arrive: 29-Aug-03

5. Once you have selected “CP-C - Air Fare (GOVCC-C)” from the “Type” drop down box, click the “Save” button.
6. Notice that your flight was added to your Trip Summary. Next you will make return flight arrangements. You will go through the same process in choosing your airline and flight information as before. Click on the “Find Next Flight” button to find a return flight and follow the prompts.

Logged In As: Monica Gable Document Name: LTDENVERCO62303_A01 Screen ID: 1068.1

Traveler Name: Louis Theodore Document Type: Authorization

Close Window Help for this screen

Defense Travel System A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Lodging Rental Car Rail Other Trans.

Air Travel

Use this screen to request your air travel.

Flight Saved

\$390.00 Estimated Total Ticket Cost

GSA City Pair

United Airlines Inc. (UA) Flight: 1135

Depart: IAD-Washington, Dc At 9:00 AM On Mon 23-Jun-03

Arrive: DEN-Denver, Co At 10:31 AM On Mon 23-Jun-03

Confirmation Number:

Seat Selection: 21H Seat

Ticket Number: See Attached Ticket 1

Status: REQUEST

Ticket Date: 19-Jun-03

Total Tax: \$0.00 Pass/FacChg: \$0.00 Fees: \$0.00

Issue Date:

Flight Details Entered:

Frequent Flyer: 3453635 Method of Reimbursement: GOVCC

Comments to the Travel Agent:

Change Ticket Data

Edit this Flight Find Next Flight

Trip Summary

Overall Starting Point

Leave From: RES: BURKE, VA

Leave: 23-Jun-03

Location 1: DENVER, CO

Leave From: RES: BURKE, VA

TDY/TAD Loc: DENVER, CO

Arrive: 23-Jun-03

Leave: 27-Jun-03

Carrier / Flight: United Airlines Inc. (UA) 1135

Depart: 0900 - 23-Jun-03 - IAD-Washington, Dc (Usa) (Dulles Apt)

Arrive: 1031 - 23-Jun-03 - DEN-Denver, Co (Usa) (Denver Int'L Apt)

Overall Ending Point

Leave From: DENVER, CO

Return Loc: RES: BURKE, VA

Arrive: 27-Jun-03

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Changing Lodging MOR from GOVCC to Personal

1. After saving your lodging reservation, change the MOR to Personal. Click on the “Additional Options” menu.

Logged In As: Robert Knitzski Document Name: RKCHICAGOIL092004_A01 Screen ID: 1050.1 Close Window
 Traveler Name: Robert Knitzski Document Type: Authorization Help for this screen

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Itinerary Travel Expenses Accounting **Additional Options** Review/Sign
 Air Lodging Rental Car Rail Other Trans.


Lodging

Use this screen to edit the saved accommodations.

TDY/TAD Location: CHICAGO, IL
 Check-In Date: 20-Sep-04
 Check-Out Date: 24-Sep-04

Accommodations Selected to Edit

Best Western River North

 Best Western River North
 125 West Ohio St
 CHICAGO, IL 60610

Phone: 312/467-0800
 Fax: 312/467-1665
 Toll Free: 800/528-1234
 Web Site: www.bestwestern.com
 FEMA Approved

> [View Additional Hotel Information](#)
 > [OSI-Other Supplementary Information](#)

Lodging Per Diem Allowed: \$155.00

Room Type: 1 KING BED*
 Room Rates: \$115.00 / night 0.00% Tax
 Total Room & Tax \$115.00 / night excluding additional fees.

Trip Summary

Overall Starting Point

Leave From: RES: FAIRFIELD, JA Edit
 Leave: 20-Sep-04

Location 1: CHICAGO, IL

Leave From: RES: FAIRFIELD, JA Edit
 TDY/TAD Loc: CHICAGO, IL
 Arrive: 20-Sep-04
 Leave: 24-Sep-04

Carrier/Flight: United Airlines Inc. (UA) 607 Edit
 Depart: 0900 - 20-Sep-04 - DCA-Washington, Dc (Usa) Remove
 (National Apt)

Arrive: 1002 - 20-Sep-04 - ORD-Chicago, IL (Usa) (O'Hare Apt)

Carrier/Flight: United Airlines Inc. (UA) 2072 Edit
 Depart: 0845 - 24-Sep-04 - ORD-Chicago, IL (Usa) (O'Hare Apt) Remove

Arrive: 1139 - 24-Sep-04 - CLT-Charlotte, Nc (Usa)

Carrier/Flight: United Airlines Inc. (UA) 2005 Edit
 Depart: 1215 - 24-Sep-04 - CLT-Charlotte, Nc (Usa) Remove

Arrive: 1328 - 24-Sep-04 - DCA-

2. Select the “Per Diem Entitlements” menu.

Logged In As: Robert Knitzski Document Name: RKCHICAGOIL092004_A01 Screen ID: 1110.1 Close Window
 Traveler Name: Robert Knitzski Document Type: Authorization Help for this screen

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Itinerary Travel Expenses Accounting Additional Options Review/Sign
 Profile **Per Diem Entitlements** Partial Payments Advances

My Profile

> [My Preferences](#) > [My Additional Information](#) > [My Account Information](#)

Complete the information below.

* Last Name: Knitzski
 * First Name: Robert
 MI:
 * Gender: ☐ N/A ☒ M ☐ F
 SSN: 047000112

Mailing

* Address Line 1: 3-27 Hon-Cho 2380041
 Address Line 2:
 * City: Yokosuka
 * State / Country: JA Lookup
 Zip Code: 96349

* Home Phone: 7075351212
 * Email Address: robert.k.msk@osd.pentagon.mil

Screen Shots that appear within this document are a snap shot in time, as changes are made to the system the screen shots may become outdated. A printed version of this document is an uncontrolled copy. Please continue to check the DTS Travel Center website for updates.

3. Note that the “Ldg Allowed” column shows “GOVCC” as the MOR. To change this to Personal, click on “Edit All”.

Logged In As: Robert Knitzki Document Name: RKCHICAGO1L092004_A01 Screen ID: 1022.1 Close Window Help for this screen
Traveler Name: Robert Knitzki Document Type: Authorization

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Itinerary Travel Expenses Accounting Additional Options Review/Sign
Profile Per Diem Entitlements Partial Payments Advances

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The “edit” link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The “reset” link changes the per diem information to the default rates for that date and location.

| Date | Location | Edit | Reset | Ldg Cost | Ldg Allowed | M&IE Allowed | Per Diem Rate | Code | B | L | D | Qtrs |
|----------|--------------------|--------|---------|----------|-----------------|-------------------|---------------|------|---|---|---|------|
| 09/20/04 | CHICAGO,IL - IDLE | > Edit | > Reset | 115.00 | 115.00 GOVCC | 89.25 PERSONAL | 155 / 51 | NONE | | | | |
| 09/21/04 | CHICAGO,IL | > Edit | > Reset | 115.00 | 115.00 GOVCC | 51.00 PERSONAL | 155 / 51 | NONE | | | | |
| 09/22/04 | CHICAGO,IL | > Edit | > Reset | 115.00 | 115.00 GOVCC | 51.00 PERSONAL | 155 / 51 | NONE | | | | |
| 09/23/04 | CHICAGO,IL | > Edit | > Reset | 115.00 | 115.00 GOVCC | 0.00 PERSONAL | 155 / 51 | NONE | | | | |
| 09/24/04 | CHICAGO,IL - IDL W | > Edit | > Reset | 0.00 | 0.00 GOVCC | 38.25 PERSONAL | 155 / 51 | NONE | | | | |

Reset All Edit All

4. Click on “view/edit expense details” from the “Per Diem Entitlements” section.

Per Diem Entitlements

You may apply changes on this screen to a certain date or range of dates by modifying the “Values Apply Through” date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the “distribute cost” link to distribute appropriately to travelers.

Location: CHICAGO,IL
Values Apply From Date: 09/20/2004
Values Apply Through: 09/24/2004

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the “View / Edit Expense Details” link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: 155 / 51
Lodging: \$ 115.00 > view / edit expense details
M & IE: \$ 89.25 > view / edit expense details

Duty Conditions

Check all of the following that apply:

5. Select “PERSONAL” from the “Method of Reimbursement” drop down box and click “SAVE”.

Expense Details

Use this screen to edit the expense details.

Cost Options

Expense Type: Lodging
Expense Cost: 115.00
Reimbursable: ☒
Expense Category: LODGING
Method of Reimbursement: GOVCC
GTR
GOVCC
AMC BILL
PERSONAL
GOV FUND

Foreign Calculator

Foreign Currency: 0.00
Exchange Rate: 0.00 (Foreign Units / US \$)
If the expense cost doesn't appear to be correct, then try using the following exchange rate:
Exchange Rate: (US \$ / Foreign Units)

Return Save

Screen Shots that appear within this document are a snap shot in time, as changes are made to the system the screen shots may become outdated. A printed version of this document is an uncontrolled copy. Please continue to check the DTS Travel Center website for updates.

6. Scroll down and select “Save These Entitlements”.

Meals

If you would like to make changes or meals, select the appropriate meal code and applicable meal(s) for this date or date range:

☒ Full Rate ☐ Breakfast
☐ Elected ☐ Lunch
☐ Available ☐ Dinner
☐ Provided **Cost:**
☐ Occasional
☐ Special Rate

Other Per Diem Entitlements

If you need to claim actuals for lodging, taken leave, or have any OCONUS incidental amounts, you may check the appropriate box. Option may be applied to a specified date or the date range used for the “Values Apply Through” Date.

☒ **No Other Per Diem Entitlements**
☐ **Leave**
 Check here if you are taking leave for the above date or date range.
☐ **Actual Lodging**
 Check here if you need to use Actual Lodging for the above date or date range.
☐ **OCONUS Incidental Amount** - (Only applies for travel outside the continental United States)
 Check here if you have incidental expenses for OCONUS travel for the above date or date range.

7. Note that the “Ldg Allowed” column shows “PERSONAL” as the method of reimbursement.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign
Profile Per Diem Entitlements Partial Payments Advances

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The “edit” link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The “reset” link changes the per diem information to the default rates for that date and location.

| Date | Location | Edit | Reset | Ldg Cost | Ldg Allowed | M&IE Allowed | Per Diem Rate | Code | B | L | D | Qtrs |
|----------|--------------------|----------------------|-----------------------|----------|--------------------|-------------------|---------------|------|---|---|---|------|
| 09/20/04 | CHICAGO,IL - IDL E | Edit | Reset | 115.00 | 115.00 PERSONAL | 89.25 PERSONAL | 155 / 51 | NONE | | | | |
| 09/21/04 | CHICAGO,IL | Edit | Reset | 115.00 | 115.00 PERSONAL | 51.00 PERSONAL | 155 / 51 | NONE | | | | |
| 09/22/04 | CHICAGO,IL | Edit | Reset | 115.00 | 115.00 PERSONAL | 51.00 PERSONAL | 155 / 51 | NONE | | | | |
| 09/23/04 | CHICAGO,IL | Edit | Reset | 115.00 | 115.00 PERSONAL | 0.00 PERSONAL | 155 / 51 | NONE | | | | |
| 09/24/04 | CHICAGO,IL - IDL W | Edit | Reset | 0.00 | 0.00 PERSONAL | 38.25 PERSONAL | 155 / 51 | NONE | | | | |

Changing Rental Car MOR from GOVCC to Personal

1. Click on the “Rental Car” option from the “Travel” section.

Logged In As: [Robert Knitzski](#) Document Name: RKCHICAGOIL092004_A01 Screen ID: 1096.1 [Close Window](#)
 Traveler Name: [Robert Knitzski](#) Document Type: Authorization [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Lodging **Rental Car** Rail Other Trans.

Rental Car

Use this screen to request a rental car.

* Pick-Up Date: (mm/dd/yyyy)

* Pick-Up Time: 0900

* Drop-Off Date: (mm/dd/yyyy)

* Drop-Off Time: 0900

Required Search Criteria

Please Note: A Red Star (*) indicates a field is required.

* Search for a Car (airport code or city name):

Airport

* Select a class of Car: Compact

[Search Rental Car Availability](#)

Trip Summary

Overall Starting Point

Leave From: **RES: FAIRFIELD, JA** [Edit](#)
 Leave: 20-Sep-04

Location 1: CHICAGO, IL

Leave From: **RES: FAIRFIELD, JA** [Edit](#)
 TDY/TAD Loc: **CHICAGO, IL**
 Arrive: 20-Sep-04
 Leave: 24-Sep-04

Carrier/ Flight: United Airlines Inc. (UA) 607 [Edit](#)
 Depart: 0900 - 20-Sep-04 - DCA- Washington, Dc (Usa) (National Apt) [Remove](#)

Arrive: 1002 - 20-Sep-04 - ORD- Chicago, Il (Usa) (O'Hare Apt)

Carrier/ Flight: United Airlines Inc. (UA) 2072 [Edit](#)
 Depart: 0845 - 24-Sep-04 - ORD- Chicago, Il (Usa) (O'Hare Apt) [Remove](#)

Arrive: 1139 - 24-Sep-04 - CLT- Charlotte, Nc (Usa)

Carrier/ Flight: United Airlines Inc. (UA) 2005 [Edit](#)
 Depart: 1215 - 24-Sep-04 - CLT- Charlotte, Nc (Usa)

2. Select your rental car, and change the MOR drop down box to “PERSONAL”.

Logged In As: [Robert Knitzski](#) Document Name: RKCHICAGOIL092004_A01 Screen ID: 1097.1 [Close Window](#)
 Traveler Name: [Robert Knitzski](#) Document Type: Authorization [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Lodging **Rental Car** Rail Other Trans.

Rental Car

Use this screen to save the selected rental car.

TDY/TAD Location: CHICAGO, IL
 Pick-Up Date: 20-Sep-04
 Pick-Up Time: 1000
 Drop-Off Date: 24-Sep-04
 Drop-Off Time: 0700

Rental Car Selected

\$ 112.00 (not including taxes or fees)

Rental Car: **Enterprise Rent-A-Car**
 Car Class: **Full Size Car**
 Location: **ORD-Chicago, IL**

Rental rate shown does not include the Gov't Admin. Rate Suppl. fee of \$5 per day.
 Restrictions: Daily \$28.00, Extra Day \$28.00, Extra Hour \$7.01, Estimated Total Cost \$158.51, Unlimited miles /kilometers

> [OSI-Other Supplementary Information](#)

Enter the following details:

Method of Reimbursement: **GOVCC**

If necessary, add comments to the travel agent:

Trip Summary

Overall Starting Point

Leave From: **RES: FAIRFIELD, JA** [Edit](#)
 Leave: 20-Sep-04

Location 1: CHICAGO, IL

Leave From: **RES: FAIRFIELD, JA** [Edit](#)
 TDY/TAD Loc: **CHICAGO, IL**
 Arrive: 20-Sep-04
 Leave: 24-Sep-04

Carrier/ Flight: United Airlines Inc. (UA) 607 [Edit](#)
 Depart: 0900 - 20-Sep-04 - DCA- Washington, Dc (Usa) (National Apt) [Remove](#)

Arrive: 1002 - 20-Sep-04 - ORD- Chicago, Il (Usa) (O'Hare Apt)

Carrier/ Flight: United Airlines Inc. (UA) 2072 [Edit](#)
 Depart: 0845 - 24-Sep-04 - ORD- Chicago, Il (Usa) (O'Hare Apt) [Remove](#)

Arrive: 1139 - 24-Sep-04 - CLT- Charlotte, Nc (Usa)

Carrier/ Flight: United Airlines Inc. (UA) 2005 [Edit](#)
 Depart: 1215 - 24-Sep-04 - CLT- Charlotte, Nc (Usa)

3. Click on “Save Selected Car”.

Use this screen to save the selected rental car.

TDY/TAD Location: CHICAGO,IL
 Pick-Up Date: 20-Sep-04
 Pick-Up Time: 1000
 Drop-Off Date: 24-Sep-04
 Drop-Off Time: 0700

Rental Car Selected

\$ 112.00 (not including taxes or fees)

Rental Car: **Enterprise Rent-A-Car**
 Car Class: **Full Size Car**
 Location: **ORD-Chicago, IL**
 Rental rate shown does not include the Gov't Admin. Rate Suppl. fee of \$5 per day.
 Restrictions: Daily \$28.00, Extra Day \$28.00, Extra Hour \$7.01, Estimated Total Cost \$158.51, Unlimited miles /kilometers
[> OSI-Other Supplementary Information](#)

Enter the following details:

Method of Reimbursement: **PERSONAL**

If necessary, add comments to the travel agent:

[Find Different Rental Car](#) [Save Selected Car](#)

| Overall Starting Point | | |
|------------------------|--|------------------------|
| Leave From: | RES: FAIRFIELD, JA | Edit |
| Leave: | 20-Sep-04 | |
| Location 1: CHICAGO,IL | | |
| Leave From: | RES: FAIRFIELD, JA | Edit |
| TDY/TAD Loc: | CHICAGO,IL | |
| Arrive: | 20-Sep-04 | |
| Leave: | 24-Sep-04 | |
| Carrier/Flight: | United Airlines Inc. (UA) 607 | Edit |
| Depart: | 0900 - 20-Sep-04 - DCA-Washington, Dc (Usa) (National Apt) | Remove |
| Arrive: | 1002 - 20-Sep-04 - ORD-Chicago, IL (Usa) (O'Hare Apt) | |
| Carrier/Flight: | United Airlines Inc. (UA) 2072 | Edit |
| Depart: | 0845 - 24-Sep-04 - ORD-Chicago, IL (Usa) (O'Hare Apt) | Remove |
| Arrive: | 1139 - 24-Sep-04 - CLT-Charlotte, Nc (Usa) | |
| Carrier/Flight: | United Airlines Inc. (UA) 2005 | Edit |
| Depart: | 1215 - 24-Sep-04 - CLT-Charlotte, Nc (Usa) | |
| Arrive: | 1328 - 24-Sep-04 - DCA-Washington, Dc (Usa) (National Apt) | |
| Rental Car: | Enterprise Rent-A-Car | Edit |
| Pick-Up: | 20-Sep-04 1000 | Remove |
| Drop-Off: | 24-Sep-04 0700 | |
| Lodging: | Best Western River North | Edit |
| Check-In: | 20-Sep-04 | Remove |
| Check-Out: | 24-Sep-04 | |

Changing Non-Mileage Expenses MOR from GOVCC to Personal

1. Select the “Expenses” menu.

Logged In As: Robert Knitzski Document Name: RKCHICAGO1L092004_A01 Screen ID: 1097.1 Close Window
 Traveler Name: Robert Knitzski Document Type: Authorization Help for this screen

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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

Air Lodging Rental Car Rail Other Trans.

Rental Car

Use this screen to save the selected rental car.

TDY/TAD Location: CHICAGO, IL
 Pick-Up Date: 20-Sep-04
 Pick-Up Time: 1000
 Drop-Off Date: 24-Sep-04
 Drop-Off Time: 0700

Rental Car Selected

\$ 112.00 (not including taxes or fees)

Rental Car: **Enterprise Rent-A-Car**
 Car Class: **Full Size Car**
 Location: **ORD-Chicago, IL**
 Rental rate shown does not include the Gov't Admin. Rate Suppl. fee of \$5 per day.
 Restrictions: Daily \$28.00, Extra Day \$28.00, Extra Hour \$7.01, Estimated Total Cost \$158.51, Unlimited miles /kilometers
 > OSI-Other Supplementary Information

Enter the following details:

Method of Reimbursement: **PERSONAL**

If necessary, add comments to the travel agent:

Trip Summary

Overall Starting Point

Leave From: **RES: FAIRFIELD, JA** Edit
 Leave: 20-Sep-04

Location 1: CHICAGO, IL

Leave From: **RES: FAIRFIELD, JA** Edit
 TDY/TAD Loc: **CHICAGO, IL**
 Arrive: 20-Sep-04
 Leave: 24-Sep-04

Carrier/Flight: United Airlines Inc. (UA) 607 Edit
 Depart: 0900 - 20-Sep-04 - DCA-Washington, Dc (Usa) (National Apt) Remove

Arrive: 1002 - 20-Sep-04 - ORD-Chicago, IL (Usa) (O'Hare Apt)

Carrier/Flight: United Airlines Inc. (UA) 2072 Edit
 Depart: 0845 - 24-Sep-04 - ORD-Chicago, IL (Usa) (O'Hare Apt) Remove

Arrive: 1139 - 24-Sep-04 - CLT-Charlotte, Nc (Usa)

Carrier/Flight: United Airlines Inc. (UA) 2005 Edit
 Depart: 1215 - 24-Sep-04 - CLT-Charlotte, Nc (Usa)

2. Select the “Non-Mileage” option. Select the appropriate expense type from the “Select Expense Type” drop down menu. Enter the estimated cost in the “Cost” field. Select the date the expense will be incurred in the “Date” field. Select “Personal” from the “Method of Reimbursement” drop down menu.

Logged In As: Robert Knitzski Document Name: RKCHICAGO1L092004_A01 Screen ID: 1037.1 Close Window
 Traveler Name: Robert Knitzski Document Type: Authorization Help for this screen

Defense Travel System
 A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage Receipts

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.
 Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 20-Sep-04 Return: 24-Sep-04

Non-Mileage Expense #1

* Select Expense Type: Gasoline-Rental/Govt. Car * Cost: \$ 20.00 * Date: 09/20/2004 (mm/dd/yyyy)
 - OR - Gasoline-Rental/Govt. Car * Method of Reimbursement: PERSONAL

Non-Mileage Expense #2

* Select Expense Type: * Cost: \$ * Date: * Method of Reimbursement: PERSONAL

Non-Mileage Expense #3

* Select Expense Type: * Cost: \$ * Date: 09/20/2004 (mm/dd/yyyy)
 - OR - * Method of Reimbursement: -- Please Select --

Non-Mileage Expense #4

3. Scroll down to the bottom and select the “Save Expense”.

Leave: 20-Sep-04 Return: 24-Sep-04

Non-Mileage Expense #1

Select Expense Type: Gasoline-Rental/Govt. Car * Cost: \$ 20.00 * Date: 09/20/2004
(mm/dd/yyyy)
- OR - Gasoline-Rental/Govt. Car * Method of Reimbursement: PERSONAL

Non-Mileage Expense #2

Select Expense Type: * Cost: \$ * Date: 09/20/2004
(mm/dd/yyyy)
- OR - * Method of Reimbursement: -- Please Select --

Non-Mileage Expense #3

Select Expense Type: * Cost: \$ * Date: 09/20/2004
(mm/dd/yyyy)
- OR - * Method of Reimbursement: -- Please Select --

Non-Mileage Expense #4

Select Expense Type: * Cost: \$ * Date: 09/20/2004
(mm/dd/yyyy)
- OR - * Method of Reimbursement: -- Please Select --

Non-Mileage Expense #5

Select Expense Type: * Cost: \$ * Date: 09/20/2004
(mm/dd/yyyy)
- OR - * Method of Reimbursement: -- Please Select --

Save Expenses

